



# Teacher Baseline Salary Grant

## Guidance for Local Education Agencies

*School Year 2023-24*

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## Revision History

Date of Change	Section/Heading	Page Number
3/14/2023	2023-24 Guidance	Entire Content
5/31/2023	2023-24 Guidance	Entire Content
6/13/2023	Appendix C: Eligible Educator File Layout and Specifications - <i>clarified SSN and Regular Term Salary s/o grant definitions</i>	Page 10
6/28/2023	Section: Application Process Updated the due date <u>from</u> July 5, 2023 <u>to</u> July 31, 2023.	Page 3
6/28/2023	Section: Key Dates Changed the Due Date for “Applications Due” <u>from</u> July 5, 2023 <u>to</u> July 31, 2023	Page 6
9/5/2023	Changed MOSIS Submission Due Date to October 31, 2023 Updated Financial Information contact person	Page 6

## Introduction: Teacher Baseline Salary Grants

As part of the fiscal year 2024 (FY 2024) state budget, qualifying local education agencies (LEAs) can apply for grant funds to boost their teacher salary to a baseline amount of \$38,000. LEAs that currently employ teachers making at least \$25,000 and less than \$38,000 per full time equivalent (FTE) are eligible to apply.

This grant supports salary increases for teaching staff to ensure they receive a baseline salary of \$38,000, with 100 percent of the additional salary and related payroll benefits coming from state grant funds. While the FY 2024 budget awaits final approval, this guidance is provided in preparation for a rapid application process to support the required implementation timeline. This grant is subject to appropriation on an annual basis.

## Eligible LEAs

All public school districts and charter schools with a base teacher salary below \$38,000 are eligible to apply for this grant program. This is an optional grant program. LEAs with regular salaries below \$38,000 are not required to participate. This grant program is subject to appropriation and is pending the final approval of the FY 2024 budget.

## Eligible Staff

All certified educators reported in the MOSIS October Cycle Educator submission under a 40 (Library/Media), 50 (Counselor/Guidance), or 60 (Teacher) code paid on the teacher salary schedule for the LEA, at an amount less than \$38,000 per FTE for their regular teacher contract duties, are eligible. This may include staff serving as the full-time teacher of record under a substitute certificate, if paid according to the adopted teacher salary schedule.

## Part-time Staff

The grant application will ask for the FTE for each staff person supported by the grant. Part-time staff will be eligible at a prorated amount of the associated full-time FTE on the teacher salary schedule. For example, if the baseline teacher salary is \$30,000 and the position is 0.50 FTE, the LEA can request 100 percent of \$4,000  $((\$38,000 - \$30,000) \times 0.50)$ , plus 16 percent, or \$4,640.

## Eligible Costs

LEAs will be eligible to request 100 percent of the salary difference, plus an additional 16 percent to cover related payroll benefits of the additional salary required to ensure a teacher receives \$38,000 per FTE for regular teaching duties. This should not include extra-duty pay, extended contract days, and career ladder pay.

## Grant Proration Provision

Should the total approved applications exceed available appropriations, a proration of the grant amount may be necessary. If proration of the grant is necessary, LEAs will have the option to withdraw their grant application.

## Minimum Salary Requirements

As of the release of this guidance document, the state minimum salary requirements in Section 163.172, RSMo have not changed. LEAs must meet the minimum requirements of \$25,000 with bachelor's degree and \$33,000 with a master's degree for teachers prior to adding any grant funds to teachers' salaries.

## Baseline Salary Determination

The baseline salary used to determine the amount eligible for grant reimbursement for each staff member will be the appropriate FY 2024 salary schedule cell on which the teacher would be placed if the grant were not available. The salary should not include amounts for extra-duty assignments, extra contract days, career ladder stipends, and National Board Certification stipends. Extra salary for longevity provisions included in the teacher salary schedule are to be included in the baseline salary amount. Any compression adjustments in the FY 2024 salary schedule that takes total salary above \$38,000 for a grant supported cell will be considered part of the LEA baseline salary for the grant eligibility calculation. LEAs are encouraged to include separate columns on their salary schedule to clearly identify the portion of salary that is contingent upon the grant.

## Charter School Considerations

Charter schools with a defined teacher salary schedule should utilize the methods above to establish the teacher baseline salary. For charter schools without a salary schedule, the baseline salary for returning staff should be the prior year salary amount plus any salary increases provided to all staff. For new staff in those charter school, the baseline salary should be the agreed to salary without the baseline salary grant amount.

## Staffing Vacancies

The application deadline for this grant may close before all eligible staff have been hired for the next school year. In such cases, open positions that are budgeted but not filled should assume the amount for Bachelor's Step 1. Vacancies may also occur during the school year, resulting with staff with less than a full FTE. In such cases, LEAs are expected to provide the late start date and/or early end date in the MOSIS October Cycle Educator Core and Educator School files and only request a prorated amount for reimbursement to match the time of service. To provide accurate grant amounts while accounting for staffing changes, LEAs will update their application data by submitting the Educator Core file through MOSIS/Core Data in October and again no later than April 1.

## Federally Funded Positions

LEAs may choose to use federal funds for the entire salary to elevate federal program funded staff (e.g. IDEA, Title, or ESSER) to \$38,000. In such cases, the teacher would not be included in the Teacher Baseline Salary Grant program. LEAs utilizing this approach should consult with legal counsel to ensure the salary schedule reflects the contingent use of such funding streams appropriately.

## Individual Staff Opt-outs

Some eligible staff members may request to opt-out of the salary supplement provided by this grant in order to maintain eligibility for other benefit programs. LEAs should consult with their legal counsel before making case by case decisions regarding participation.

## Payments to Staff

LEAs can determine locally when eligible teachers will receive the additional pay supported by the grant. LEAs should work with legal counsel to ensure the additional pay is properly addressed in staff contracts. They should also work with their financial software vendor to ensure the additional pay is properly coded and accounted for in the general ledger.

## MOSIS/Core Data Reporting

A field for Baseline Salary Grant (BSG) will be included with the October Cycle Educator Core and Educator School files in the MOSIS Data Collection System for the 2023-24 school year. The field will collect the total salary supplement provided by the Teacher Baseline Salary Grant Program. Once reported in MOSIS, the data will display on Core Data Screen 18.

The BSG field on the Educator Core file should include the 100 percent state provided by the Teacher Baseline Salary Grant Program, broken out by educator FTE, position code, and career and technical education (CTE) Program Type (if applicable).

## Future Considerations

This grant program is subject to annual appropriations. The status of this grant program for the FY 2025 budget will not be finalized until the state budget is signed by the Governor in June 2024. Moving forward, LEAs are strongly encouraged to work with legal counsel to develop and adopt salary schedules that include contingent language that addresses the potential for this grant program on an annual basis.

## Application Process

In order to apply for the Teacher Baseline Salary Grant, LEAs will create and submit an application through DESE's Web Application, Compliance Plans. The elements of the required application are outlined in Appendix A. Once the application is approved, an allocation will be generated for each LEA in DESE's Web Application, electronic Plan and electronic Grant System (ePeGs). Applications should be submitted no later than July 31, 2023.

As part of the application process, LEAs will need to agree to the following assurances:

- The LEA assures that the data submitted in the application is accurate at the time of submission.
- If approved for the grant, the LEA will comply with applicable statute, regulation, and program rules.
- If approved for the grant, the LEA will pay teachers a minimum of \$38,000. If proration is necessary, the LEA will have the opportunity to withdraw from the grant program.
- The LEA understands that the Teacher Baseline Salary Grant is an annual program, subject to appropriation and withholding.
- The LEA assures that it will only request Teacher Baseline Salary Grant funds for salary actually earned by eligible staff.
- The LEA assures that it has not reduced its salary schedule to increase grant fund eligibility.
- The LEA assures that it will meet the minimum salary requirements under Section 163.172, RSMo, without using the Teacher Baseline Salary Grant.

LEAs will be required to submit three documents as part of the application process:

- FY 2023 Teacher Salary Schedule (PDF or Excel)

- FY 2024 Teacher Salary Schedule (PDF or Excel)
- Excel Sheet with Roster of Eligible Staff and potentially vacant positions (See [Appendix C](#) for file layout)

LEAs will need the following data on each eligible teacher:

- **Last Name** (required)
  - LEAs will submit VACANT in **Last Name** for the "to be hired" records where a name is not known.
- **First Name** (required)
  - LEAs will submit VACANT in **First Name** for the "to be hired" records where a name is not known.
- **Middle Initial** (optional)
- **Social Security Number** (last four digits only)
- **Position Code** (only 40, 50, 60 allowed)
- **FTE** (must be greater than 0.00 and less than or equal to 1.00, rounded to two decimal places)
- **FY 2024 Salary Schedule Column**
- **FY 2024 Salary Schedule Step**
- **Regular Term Salary without grant:** (Contract amount for regular term salary, without exclusions noted in Eligible Costs)

The template will be downloaded from the Teacher Baseline Salary Application in Compliance Plans.

For the salary schedule column, include the degree and any additional hours (e.g. BS, BS+16, MA, MA+16) to match the appropriate column header in the FY 2024 salary schedule placement. For salary schedule step, include the corresponding step number or letter for the FY 2024 teacher placement on the schedule.

The application process will require salary amounts to be rounded to the nearest whole dollar. Any baseline salary schedule amount, state grant match, or local match must be a rounded whole number. For cents between \$0.00 and \$0.49, round down. For cents between \$0.50 and \$0.99, round up. Similarly, grant fund amounts will be rounded to the nearest dollar.

## Staff Updates

The application process allows the Department of Elementary and Secondary Education (department) to establish preliminary grant amounts and to determine if a proration factor is needed. However, staffing will change over the course of the year. Many vacant positions will be filled, with some filled at levels other than Bachelor's Step 1. Other vacant positions will go unfilled. Some eligible staff will begin employment late and others will cease employment early. All of these factors will affect grant amounts.

LEAs are required to certify accurate Educator Core and Educator School files in MOSIS for the October cycle. Additionally, participating LEAs will recertify Educator Core and Educator School files between February 1 and April 1. The resubmission will be required even if no changes occurred. These submissions (October and April) must contain accurate Late Hire and Early Termination dates, if applicable. The department will use these two submissions to revise grant amounts prior to the final payment in May. If an LEA's grant amount changes, the LEA will need to revise their ePeGS budget (see Appendix B) prior to completing their Final Expenditure Report.

## Finance Coding

Function Codes	6100 Certificated Salaries	6200 Employee Benefits
1000 Instruction		
2000 Support Services		
3000 Community Services		

Coding of Teacher Baseline Salary Grant funds should align with those provided in the [Missouri Financial Accounting Manual](#). The revenue and project codes associated with the Teacher Baseline Salary Grant are:

Grant	Revenue Code
Teacher Baseline Salary Grant	5341

Project Codes	Project Code	Source Code
Teacher Baseline Salary Grant State Funds	34100	3

If a teacher whose salary is supplemented through the grant program is assigned to a school that has implemented schoolwide pooling under Title I, the project coding should remain in place. The department will include those funds in schoolwide pool calculations.

## State Reimbursement Payment Procedures

Payments for this grant program will take place in two installments – December and June. Payment requests for December must be made by December 1 and requests for June must be made by May 1. LEAs may request up to half of their grant award in November, with the remaining amount available in May. November payment requests will not be processed if the LEA has not completed the MOSIS October Cycle Educator submission. For the May request, LEAs may presume that any existing staff will complete the remainder of their contract for the school year.

Payment requests will be made through ePeGs. After logging into DESE's Web Applications and selecting ePeGS from the right hand column, LEAs can request payment through the funding application menu. Similarly, the final expenditure report and final payment request are made through the funding application menu.

## Key Dates

Activity	Date
Application Opens	June 5, 2023
Applications Due	July 31, 2023
MOSIS Educator Submission Due	October 31, 2023
Complete ePeGs Budget	December 1, 2023
Payment Request #1 (up to 50 percent)	December 1, 2023 (payment in December)
MOSIS Educator Final Resubmission	February 1 through April 1, 2024
ePeGs Budget Revisions	As Needed
FER/Payment Request #2	May 1, 2024 (payment in June)

## Contact Information

Topic	Contact	Email	Phone
<b>General Grant Information</b>	Paul Katnik, Assistant Commissioner	<a href="mailto:Paul.Katnik@dese.mo.gov">Paul.Katnik@dese.mo.gov</a>	573-751-2990
<b>Application Information</b> For questions about application information	Diane Markway, Business Analyst	<a href="mailto:DESE.ODSMoPeGS@dese.mo.gov">DESE.ODSMoPeGS@dese.mo.gov</a>	573-522-0365
<b>Financial Information</b> For payment and coding questions	Andrea Powell Coordinator	<a href="mailto:andrea.powell@dese.mo.gov">andrea.powell@dese.mo.gov</a>	573-751-6653
<b>MOSIS/Core Data</b> Any other questions related to MOSIS/Core Data	Amber Castleman, Coordinator	<a href="mailto:coredata-mosis@dese.mo.gov">coredata-mosis@dese.mo.gov</a>	573-526-2572

## Appendix A: Application Instructions

1. Login to [DESE Web Applications](#)
2. Select Compliance Plans
3. Select Teacher Salary Grant Application from the Options Menu box at the right
4. Complete Assurances
5. Upload FY 2023 Salary Schedule (.pdf or spreadsheet)
6. Upload FY 2024 Salary Schedule (.pdf or spreadsheet)
7. Download Excel Data Template for eligible educators and vacant positions
8. Complete template with required information (see [Appendix C](#) for file layout and specifications)
9. Upload completed template
10. Review summary grant projection and local obligations
11. Submit grant application

## Appendix B: ePeGS Budget Process

LEAs applying for Teacher Baseline Salary Grant funds must submit a budget in ePeGS in [DESE Web Applications](#). Please note, the grant will cover 100 percent of salaries and an additional 16 percent to cover the LEA contributions for payroll benefits such as retirement and Medicare. LEAs can create a budget using the following steps (must have Educator Quality roles granted by User Manager before proceeding):

1. Login to [DESE Web Applications](#)
2. Select ePeGS
3. Select Funding Application Menu
4. Select Educator Quality
5. Select Teacher Baseline Salary Grant
6. Select Budget Application
7. Create new budget application.
8. Complete Budget Grid Page

The budgeted amounts on the budget grid should include expenditures that will be made for eligible teachers' salaries in the Teacher Baseline Salary Grant. Budgeted expenditures may not exceed the total funds available amount. The [Missouri Financial Accounting Manual](#) should be used when budgeting funds. LEAs should budget their total allocation.

- **Enter Salaries**—Enter the total cost of salaries in the correct salaries column and row.
  - **Enter Benefits** – Enter an amount equal to 16 percent of the salary amount for each function code.
  - **Click Save**—The total column will automatically calculate the total cost for each line once the Save button is clicked.
  - **Agree to the certification statement** - The certification statement must be agreed to by checking the box.
  - Select Save and Continue
9. Review Budget Grid Page
    - **Data Review**—After all pages have been saved, ensure the budget grid has been completed accurately based on the data populated from the supporting pages.
    - **Check for Edits**—The LEA can only submit the budget application if errors do not exist. Click the Edit button (if applicable) to see if changes are necessary. If errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an “E” in the Edit Message. The budget application can be submitted if only Warnings indicated with a “W” are displayed in the Edit Message.
    - **Click Save**—The total column will automatically calculate the total cost for each line once the Save button is clicked.
  10. Complete Submittal and Approval Page
    - **Check for Edits**—The LEA can only submit the budget application if errors do not exist. Click the Edit button (if applicable) to see if changes are necessary. If errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an “E” in the Edit Message. The budget application can be submitted if only Warnings indicated with a “W” are displayed in the Edit Message
    - **Submit Budget Application**—After all errors have been corrected, click the Submit button.

### ePeGS Budget Revision Process

Budget revisions may be necessary for the Teacher Baseline Salary Grant. LEAs can create a revision using the following steps:

1. Select Create Revision
  - Select the Create Revision link above the Version on the left side of the screen on the Grant Summary Page under Budget Show.
2. Revise the Budget Application
  - Update the budget application pages where needed using the steps in Appendix C of this guide.
3. Enter any comments in the District/LEA Comment Box and select Save
  - Select the assurance check box before submitting a payment request to attest the information entered is accurate and true. Requesting payment is allowed despite language in the assurance statement indicating the funds have been spent and are being requested on a reimbursement basis.
4. Submit Budget Application Revision
  - After all edits have been corrected, select the Submit button.

#### ePeGS Payment Request

1. Select Payment Request
  - Select the Create Payment Request link above the Version on the left side of the screen on the Grant Summary Page under Payment Request Show.
2. Create the Payment Request
  - Enter the amount of the payment request.
3. Enter any comments in the District/LEA Comment Box and select Save
4. Submit Payment Request
  - After all edits have been corrected, select the Submit button.

#### ePeGS Final Expenditure Report and Payment Request

1. Select FER
  - Select the Create FER link above the Version on the left side of the screen on the Grant Summary Page under Final Expenditure Report Show.
2. Create the FER
  - Enter the amounts for the final expenditure report.
3. Enter any comments in the District/LEA Comment Box and select Save
4. Submit Final Expenditure Report
  - After all edits have been corrected, select the Submit button.

## Appendix C: Eligible Educator File Layout and Specifications

<u>Teacher Last Name</u>	<u>Teacher First Name</u>	<u>Teacher Middle Initial</u>	<u>SSN (XXXX)</u>	<u>FTE (0.01 – 1.00)</u>	<u>FY 2024 Salary Schedule Column</u>	<u>FY 2024 Salary Schedule Step</u>	<u>Regular Term Salary w/o Grant</u>
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### **Business Rules:**

- **Last Name** (required)
  - LEAs will submit VACANT in **Last Name** for the "to be hired" records where a name is not known.
- **First Name** (required)
  - LEAs will submit VACANT in **First Name** for the "to be hired" records where a name is not known.
- **Middle Initial** (optional)
- **Social Security Number** (last four digits only)
  - If you copy and paste data, Excel may lose the original "text" formatting, which is the format that allows preceding zeros (0) to display. Change the SSN column back to "text" format to retain preceding zeros.
- **Position Code** (only 40, 50, 60 allowed)
- **FTE** (must be greater than 0.00 and less than or equal to 1.00, rounded to two decimal places)
- **FY 2024 Salary Schedule Column**
- **FY 2024 Salary Schedule Step**
- **Regular Term Salary w/o grant:** (Contract amount for regular term salary, without exclusions noted in Eligible Costs; this is the amount that you will report in your MOSIS Educator files)